

***Highland Park  
Independent School District***



February 28, 2012

CC: Docket No. 96-45 and CC Docket # 02-6  
Request for Waiver

Marlene H. Dortch, Secretary  
Federal Communications Commission  
Office of the Secretary  
445 12<sup>th</sup> Street, SW  
Washington, DC 20554

School Info:  
Highland Park ISD  
PO Box 30430  
Amarillo, TX 79120  
BEN: 141893  
FRN: 1967081  
Lisa Messner  
Lisa.messner@hpsid.net  
806-335-2823 ext 203 - Office  
806-335-3547 - Fax

Service Provider info:  
Synetra - SPIN #143019997  
8180 Lakeview Center  
Odessa, TX 79765  
John Sorensen  
john@synetra.net  
432-561-7212 - Office  
432-561-7201 - Fax

To whom it may concern,

I would like to file a request for waiver - appeal FRN# 1967081 for Highland Park ISD, billed entity #141893. I would like to ask for an FRN Extension, Contract Extension and an Invoice Deadline Extension. When I completed Form 471, I inadvertently put the amount requested as a recurring charge when in fact, it was a non-recurring charge. The original form 471 was submitted in January, 2010, with contract dates of July 1, 2010 to June 30, 2011. We did not receive notification that we had been approved for 80% funding until September 21, 2011, which was after the June 30, 2011 ending date.

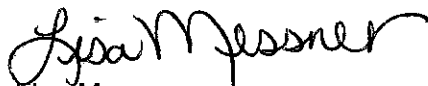
Since it had been nearly two years since the original application was submitted, the equipment had changed, so we requested a service substitution on November 3, 2011, after the 486 had been filed, and received approval for that substitution on December 14, 2011. All dates outside the contract window.

The equipment was delivered in late December. We had the work performed and have been billed and paid our 20% of the charge, however, the 80% to the service provider has been denied because it was after the June 30, 2011 ending date and was listed as a recurring charge. This is the first time we had applied for priority 2 funding and I have always used the recurring charge line, but it has never been an issue because all the priority 1 funded requests have been within the allowable contract dates. I now know that is not where I should be putting the requested amount. This clerical error was not realized until the Service Provider invoice was denied payment after it had been invoiced to the SLD on January 24, 2012.

Please see the attached documents which include the original item 21 attachment, the revised item 21 attachment which was approved through the service substitution request in December, 2011, the original 471 showing the clerical error, the funding commitment report received in September, 2011, a copy of our 20% itemized invoice from the service provider, and a copy of the appeal denial letter from USAC.

I respectfully request that you grant a waiver for the 471 to be corrected so the amount requested is a non-recurring charge, a FRN extension, contract extension, and invoice deadline extension so that our service provider can be paid the 80% funding that we were approved for, after the contract deadline of June 30, 2011.

Sincerely,

A handwritten signature in black ink that reads "Lisa Messner". The signature is fluid and cursive, with the first name "Lisa" and last name "Messner" clearly distinguishable.

Lisa Messner  
Business Manager



ORIGINAL

Date 07-JAN-2010  
 Contract Number ERATE2010-HP001  
 Prepared By Dennis Carver  
 Phone 432-561-7238  
 SPIN# 143019997

Prepared For  
 Highland Park ISD  
 15300 Amarillo BLVD East  
 Amarillo, TX. 79108  
 806-325-2821



Qty	Model Number	Description	List	Extended	Sale Price	Extended Sale
Configuration Name		12806091 - Synetra - CX4-120				
SYSTEM		CX4-120 PSI				
10	WS-C3750G-48PS-S	Cisco PoE Gigabit Ethernet Switches for Phones/Cameras	\$ 15,495.00	\$ 154,950.00	\$ 9,297.00	\$ 92,970.00
15	WS-C3750G-48TS	Cisco 48 Port 10/100 Ethernet Switches to replace EoL ones	\$ 13,995.00	\$ 209,925.00	\$ 8,397.00	\$ 125,955.00
3	WS-C3560G-48TS-S	Cisco 48 Port 10/100/1000 Ethernet Switches for Tech Room/Conferen	\$ 7,995.00	\$ 23,985.00	\$ 4,797.00	\$ 14,391.00
22	CAB-STK-E-0.5M	Cisco StackWise Plus Stacking Cables for switches 1.6Ft	\$ 100.00	\$ 2,200.00	\$ 60.00	\$ 1,320.00
5	CAB-STK-E-1M=	Cisco StackWise Plus Stacking Cables for switches 3.3Ft	\$ 200.00	\$ 1,000.00	\$ 120.00	\$ 600.00
1	PS-RSC	Professional Service Switches (Rack, Stack and Configure)	\$ 9,250.00	\$ 9,250.00	\$ 9,250.00	\$ 9,250.00
Switch Total			\$	401,310.00	\$	244,486.00
1	CISCO2851	Cisco 2851 Integrated Services Router	\$ 6,495.00	\$ 6,495.00	\$ 3,897.00	\$ 3,897.00
1	PS-RSC	Professional Service Router	\$ 950.00	\$ 950.00	\$ 950.00	\$ 950.00
Router Total			\$	7,445.00	\$	4,847.00
1	AIR-CT5506-250-K9	Cisco Access Point Controller	\$ 93,995.00	\$ 93,995.00	\$ 56,397.00	\$ 56,397.00
50	AIR-LAP1142N-A-K9	Cisco 802.11 a/b/g/n Access Point	\$ 1,299.00	\$ 64,950.00	\$ 779.40	\$ 38,970.00
1	PS-CONFIG	Professional Service Wireless	\$ 7,120.00	\$ 7,120.00	\$ 7,120.00	\$ 7,120.00
50	PS-CABMOUN	Professional Service Cable and AP Mounting	\$ 245.00	\$ 12,250.00	\$ 205.00	\$ 10,250.00
Wireless Total			\$	178,315.00	\$	112,737.00
Switch Total					\$	244,486.00
Router Total					\$	4,847.00
Wireless Total					\$	112,737.00
Total Price (USD)					\$	362,070.00

Submitted By:

Dennis Carver - Synetra

Accepted By:

Highland Park ISD

Date:

1/7/2010

Date:

*Highland Park  
Independent School District*



November 3, 2011

Service Substitutions  
Schools and Libraries Division – Correspondence Unit  
30 Lanidex Plaza West  
PO Box 685  
Parsippany, NJ 07054-0685

Submitted via Fax: 973-599-6526

To Whom It May Concern:

Highland Park Independent School District, billed entity #141893, received notification recently that our Form 471 Application Number 726500, Funding Request Number 1967081, had been approved for funding year 2010. Because of the lapse in time from when the application was submitted to now, the service provider has asked that we contact the SLD to request a modification to that application for some of the equipment. The original pre-discount amount was \$362,070.00 and the new pre-discount amount will be \$29,032.50 per month for a total of \$348,390.00, if the changes are approved.

The items we are asking be substituted and the original approved items are listed on the attachment.

I certify that the substituted products or services have the same functionality as that contained in the original proposal, that the substitution does not violate any contract provisions or state or local procurement laws, that the substitution does not result in an increase in the percentage of ineligible services or functions, and that the requested change is consistent within the scope of the establishing controlling FCC Form 470, including and any Requests for Proposal for the original services.

Should you need to contact me, my phone number is 806-335-2823, ext. 203, my email address is [lisa.messner@hpsid.net](mailto:lisa.messner@hpsid.net), or you may contact me at the mailing address below.

Thank you for your consideration and we look forward to hearing from you.

Sincerely,

A handwritten signature in cursive script that reads "Lisa Messner".

Lisa Messner  
Business Manager

**ADMINISTRATOR'S DECISION ON SERVICE SUBSTITUTION REQUEST**

December 14, 2011

Lisa Messner  
Highland Park Independent School District  
P.O. Box 30430  
Amarillo, TX 79120

Form 471 Application Number: 726500

Dear Applicant:

This letter is your notification that the FCC Form 471, *Services Ordered and Certification Form* you submitted for **Minor Modifications** was received and approved. You are now authorized to make the changes identified in your submission.

This letter does NOT authorize any increase in funding of any Funding Request Numbers (FRNs) contained in your submission. If the changes represent a cost decrease from the original commitment amount for the Funding Request Numbers (FRNs) listed below, the Schools and Libraries Division (SLD) automatically adjusts the funding commitment for the affected FRNs. If applicable, the amount of the reduction and the revised funding commitment will be shown below for the affected FRNs.

**Do NOT file FCC Form 500 to reflect any funding reduction from this service substitution request, as the funding reduction has already been taken.**

**Please keep this letter for your records. This is the only notification you will receive indicating the processing of the above-submitted form, and of a reduced funding commitment if a cost decrease is included.**

The Funding Request Numbers (FRNs) listed below are the only changes to products or services authorized for this Minor Modification filing.

**FRN: 1967081**

**Reduction: \$10,944.00**

**Revised Commitment: \$278,712.00**

If you have any questions regarding the above information, please write to us at "Schools and Libraries Division - Correspondence Unit, 30 Lanidex Plaza West, PO Box 685, Parsippany, NJ 07054-0685"

## TO APPEAL THIS DECISION

If you wish to appeal a decision in this letter, your appeal must be received by USAC or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and (if available) email address for the person who can most readily discuss this appeal with us.
2. State outright that your letter is an appeal. Include the following to identify the letter and the decision you are appealing:
  - appellant name,
  - applicant or service provider name, if different than appellant,
  - applicant BEN and service provider SPIN,
  - application or form number as assigned by the USAC
  - Funding Request Number(s) (FRNs) you are appealing if provided in the letter,
  - Name of letter and funding year – both are located at the top of the letter, and
  - the exact text or the decision that you are appealing.
3. Please keep your letter to the point, and provide documentation to support your appeal. Be sure to keep a copy of your entire appeal, including any correspondence and documentation.
4. If you are an applicant, please provide a copy of your appeal to the service provider(s) affected by USAC's decision. If you are a service provider, please provide a copy of your appeal to the applicant(s) affected by USAC's decision.
5. Provide an authorized signature on your letter of appeal.

To submit your appeal to USAC by email, email your appeal to [appeals@sl.universalservice.org](mailto:appeals@sl.universalservice.org). USAC will automatically reply to incoming emails to confirm receipt.

To submit your appeal to us by fax, fax your appeal to (973) 599-6542.

To submit your appeal to us on paper, send your appeal to:

Letter of Appeal  
Schools and Libraries Division - Correspondence Unit  
30 Lanidex Plaza West  
PO Box 685  
Parsippany, NJ 07054-0685

For more information on submitting an appeal to USAC, please see the "Appeals Procedure" posted on our website.

You have the option of filing an appeal with USAC or directly with the Federal Communications Commission (FCC). You should refer to CC Docket No. 02-6 on the first page of your appeal to the FCC. Your appeal must be received by the FCC or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. We strongly recommend that you use the electronic filing options described in the "Appeals Procedure" posted on our website. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554.



**REVISED**

Date 07-JAN-2010  
 Contract Number ERATE2010-HP001  
 Prepared By Dennis Carver  
 Phone 432-561-7238  
 SPIN# 143019997

Prepared For  
 Highland Park ISD  
 15300 Amarillo BLVD East  
 Amarillo, TX. 79108  
 806-325-2821



Qty	Model Number	Description	List	Extended	Sale Price	Extended Sale
Configuration Name		Cisco Switching				
SYSTEM						
25	WS-C3750X-48PF-S	Cisco 3750X 48 Port 10/100/1000 PoE Gigabit Ethernet Switches Incl C3KX-NM-1G=	\$ 14,500.00	\$ 362,500.00	\$ 8,700.00	\$ 217,500.00
3	WS-C3560X-48T-S	Cisco 3560X 48 Port 10/100/1000 Ethernet Switch Incl C3KX-NM-1G=	\$ 7,995.00	\$ 23,985.00	\$ 4,797.00	\$ 14,391.00
5	CAB-STACK-1M=	Cisco StackWise Stacking Cables 1M	\$ 200.00	\$ 1,000.00	\$ 120.00	\$ 600.00
5	CAB-SPWR-150CM=	Cisco Power Interconnect Cable	\$ 195.00	\$ 975.00	\$ 117.00	\$ 585.00
1	PS-RSC	Professional Service Switches (Rack, Stack and Configure)	\$ 9,250.00	\$ 9,250.00	\$ 9,250.00	\$ 9,250.00
Switch Total				\$ 397,710.00		\$ 242,326.00
1	CISCO2851	Cisco 2851 Integrated Services Router	\$ 6,495.00	\$ 6,495.00	\$ 3,897.00	\$ 3,897.00
1	PS-RSC	Professional Service Router	\$ 950.00	\$ 950.00	\$ 950.00	\$ 950.00
Router Total				\$ 7,445.00		\$ 4,847.00
1	AIR-CT5508-250-K9	Cisco Access Point Controller	\$ 64,995.00	\$ 64,995.00	\$ 38,997.00	\$ 38,997.00
50	AIR-CAP3602I-A-K9	Cisco Aironet 3602I 450Mbps Wireless Access Point w/Cleanair	\$ 1,495.00	\$ 74,750.00	\$ 897.00	\$ 44,850.00
1	PS-CONFIG	Professional Service Wireless	\$ 7,120.00	\$ 7,120.00	\$ 7,120.00	\$ 7,120.00
50	PS-CABMOUN	Professional Service Cable and AP Mounting	\$ 245.00	\$ 12,250.00	\$ 205.00	\$ 10,250.00
Wireless Total				\$ 159,115.00		\$ 101,217.00
Switch Total						\$ 242,326.00
Router Total						\$ 4,847.00
Wireless Total						\$ 101,217.00
Total Price						\$ 348,390.00

Submitted By:

Dennis Carver - Synetra

Accepted By:

Highland Park ISD

Date:

1/7/2010

Date:

Schools/school districts complete Item 7. Libraries complete Item 8. Consortia complete Item 7 and/or Item 8.

**Block 2: Impact of Services Ordered on Schools**

IF THIS APPLICATION INCLUDES SCHOOLS...	BEFORE ORDER	AFTER ORDER
7a Number of students to be served		910
NO DATA		

**Block 3: Impact of Services Ordered on Libraries****NOT APPLICABLE AS THIS APPLICATION IS FOR DISTRICT**

Worksheet A No: 1180757      Student Count: 918  
 Weighted Product (Sum. Column 8): 734.4      Shared Discount: 80%

1. School Name: HIGHLAND PARK ELEM SCHOOL  
 2. Entity Number: 92352      NCES: 48 35560 06160  
 3. Rural/Urban: Urban  
 4. Student Count: 481      5. NSLP Students: 343      6. NSLP Students/Students: 71.309%  
 7. Discount: 80%      8. Weighted Product: 384.8  
 9. Pre-K/Adult Ed/Juv: N      10. Alt Disc Mech: N

1. School Name: HIGHLAND PARK HIGH SCHOOL  
 2. Entity Number: 92353      NCES: 48 35560 06160  
 3. Rural/Urban: Urban  
 4. Student Count: 230      5. NSLP Students: 119      6. NSLP Students/Students: 51.739%  
 7. Discount: 80%      8. Weighted Product: 184  
 9. Pre-K/Adult Ed/Juv: N      10. Alt Disc Mech: N

1. School Name: HIGHLAND PARK MIDDLE SCHOOL  
 2. Entity Number: 212033      NCES: 48 35560 06160  
 3. Rural/Urban: Urban  
 4. Student Count: 207      5. NSLP Students: 135      6. NSLP Students/Students: 65.217%  
 7. Discount: 80%      8. Weighted Product: 165.6  
 9. Pre-K/Adult Ed/Juv: N      10. Alt Disc Mech: N

**Block 5: Discount Funding Request(s)**

FRN: 1967081      FCDL Date:	
10. Original FRN:	
11. Category of Service: Internal Connections	12. 470 Application Number: 378480000794663
13. SPIN: 143019997	14. Service Provider Name: Synetra, Ltd.
15a. Non-Contracted tariffed/Month to Month Service:	15b. Contract Number: ERATE2010-HP001
15c. Covered under State Master Contract:	15d. FRN from Previous Year:
16a. Billing Account Number: N/A	16b. Multiple Billing Account Numbers?:
17. Allowable Contract Date: 01/06/2010	18. Contract Award Date: 01/18/2010
19a. Service Start Date: 07/01/2010	19b. Service End Date:
20. Contract Expiration Date: 06/30/2011	
21. Attachment #: 6	22. Block 4 Worksheet No.: 1180757
23a. Monthly Charges: \$30,172.50	23b. Ineligible monthly amt.: \$0.00
23c. Eligible monthly amt.: \$30,172.50	23d. Number of months of service: 12
23e. Annual pre-discount amount for eligible recurring charges ( 23c x 23d): \$362,070.00	
23f. Annual non-recurring (one-time) charges: 0	23g. Ineligible non-recurring amt.: 0
23h. Annual pre-discount amount for eligible non-recurring charges ( 23f - 23g): \$0.00	
23i. Total program year pre-discount amount ( 23e + 23h): \$362,070.00	

← error





Universal Service Administrative Company

Schools and Libraries Division

**FUNDING COMMITMENT DECISION LETTER**  
(Funding Year 2010: 07/01/2010 - 06/30/2011)

September 21, 2011

Lisa Messner  
HIGHLAND PARK IND SCHOOL DIST  
PO Box 30430  
Amarillo, TX 79120-0430

Re: Form 471 Application Number: 726500  
Billed Entity Number (BEN): 141893  
Billed Entity FCC RN: 0001661263  
Applicant's Form Identifier: HP-1011-Network

Thank you for your Funding Year 2010 application for Universal Service Support and for any assistance you provided throughout our review. The current status of the funding request(s) in the Form 471 application cited above and featured in the Funding Commitment Report(s) (Report) at the end of this letter is as follows.

- The amount, \$289,656.00 is "Approved."

Please refer to the Report following this letter for specific funding request decisions and explanations. The Universal Service Administrative Company (USAC) is also sending this information to your service provider(s) so preparations can begin for implementing your approved discount(s) after you file FCC Form 486, Receipt of Service Confirmation Form. A guide that provides a definition for each line of the Report is available in the Reference Area of our website.

**NEXT STEPS**

- Work with your service provider to determine if you will receive discounted bills or if you will request reimbursement from USAC after paying your bills in full
- Review technology planning approval requirements
- Review CIPA requirements
- File Form 486
- Invoice USAC using the Form 474 (service provider) or Form 472 (Billed Entity applicant) - as products and services are being delivered and billed

**TO APPEAL THIS DECISION:**

You have the option of filing an appeal with the SLD or directly with the Federal Communications Commission (FCC).

If you wish to appeal a decision in this letter to USAC, your appeal must be received by USAC or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and (if available) email address for the person who can most readily discuss this appeal with us.
2. State outright that your letter is an appeal. Include the following to identify the letter and the decision you are appealing:
  - Appellant name,
  - Applicant name and service provider name, if different from appellant,
  - Applicant BEN and Service Provider Identification Number (SPIN),
  - Form 471 Application Number 726500 as assigned by USAC,
  - "Funding Commitment Decision Letter for Funding Year 2010," AND
  - The exact text or the decision that you are appealing.

---

Schools and Libraries Division - Correspondence Unit  
30 Lanidex Plaza West, PO Box 685, Parsippany, NJ 07054-0685  
Visit us online at: [www.usac.org/sl](http://www.usac.org/sl)

FUNDING COMMITMENT REPORT  
Billed Entity Name: HIGHLAND PARK IND SCHOOL DIST  
BEN: 141893  
Funding Year: 2010

Comment on RAL corrections: The applicant did not submit any RAL corrections.

Form 471 Application Number: 726500  
Funding Request Number: 1967081  
Funding Status: Funded  
Category of Service: Internal Connections  
Form 470 Application Number: 378480000794663  
SPIN: 143019997  
Service Provider Name: Synetra, Ltd.  
Contract Number: ERATE2010-HP001  
Billing Account Number: N/A  
Multiple Billing Account Numbers: N  
Service Start Date: 07/01/2010  
Service End Date: N/A  
Contract Award Date: 01/18/2010  
Contract Expiration Date: 06/30/2011  
Shared Worksheet Number: 1180757  
Number of Months Recurring Service Provided in Funding Year: 12  
Annual Pre-discount Amount for Eligible Recurring Charges: \$362,070.00  
Annual Pre-discount Amount for Eligible Non-recurring Charges: \$.00  
Pre-discount Amount: \$362,070.00  
Discount Percentage Approved by the USAC: 80%  
Funding Commitment Decision: \$289,656.00 - ERN approved; modified by SLD  
FCDL Date: 09/21/2011  
Wave Number: 067  
Last Allowable Date for Delivery and Installation for Non-Recurring Services: 09/30/2012



Security • Networking • Communications

8180 Lakeview Center  
Odessa TX 79765  
432-561-7200

Invoice	0056397
Date	1/24/2012
Page	1

**Bill To:**HIGHLAND PARK I.S.D.  
P.O. BOX 30430  
AMARILLO TX 79102**Ship To:**HIGHLAND PARK I.S.D.  
P.O. BOX 30430  
AMARILLO TX 79102

Purchase Order No.		Customer ID		Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
12.23.11M.BROWN		HIG005		DAC	UPS GROUND	Net 30	12/23/2011	16,291
Ordered	Shipped	B/O	Item Number	Description			Unit Price	Ext. Price
25	25	0	WS-C3750X-48PF-S	CISCO 3750X 48 PORT POE SWITCH			\$1,740.00	\$43,500.00
3	3	0	WS-C3560X-48T-S	CISCO CATALYST 3560X 48 PORT IP BASE			\$959.40	\$2,878.20
5	5	0	CAB-STACK-1M=	CISCO 1M STACKING CABLE			\$24.00	\$120.00
5	5	0	CAB-SPWR-150CM=	CISCO STACK POWER CABLE 150CM UPG			\$23.40	\$117.00
1.00	1.00	0.00	PROFSERV	PROFESSIONAL SERVICES			\$1,850.00	\$1,850.00
8	8	0	GLC-T=	CISCO GLC-T 1000BT-SFP GB IF CONVERTER			\$0.00	\$0.00
4	4	0	GLC-SX-MM=	CISCO SFP MINI-GBIC			\$0.00	\$0.00
2	2	0	CAB-STACK-3M=	CISCO 3M STACKWISE STACKING CABLE - SPARE			\$0.00	\$0.00
12	12	0	C3KX-NM-1G=	CISCO CAT 3K-X 1G NW MODULE			\$0.00	\$0.00
4	4	0	GLC-LH-SM=	CISCO GE SFP LC CONNECTOR			\$0.00	\$0.00
1	1	0	CISCO2851	CISCO 2851 ROUTER			\$779.40	\$779.40
1.00	1.00	0.00	PROFSERV	PROFESSIONAL SERVICES			\$190.00	\$190.00
1	1	0	AIR-CT5508-250-K9	CISCO CT5508 WIRELESS CONTROLLER 250 APs			\$7,799.40	\$7,799.40
5	5	0	AIR-CAP3602I-AK910	CISCO 3602 ACCESS POINTS 10 PAK			\$1,794.00	\$8,970.00
1.00	1.00	0.00	PROFSERV	PROFESSIONAL SERVICES			\$180.00	\$180.00
50	50	0	VENDOR	SUB-CONTRACTOR LABOR/EQUIPMENT			\$41.00	\$2,050.00
1	1	0	VENDOR	SUB-CONTRACTOR LABOR/EQUIPMENT			\$1,244.00	\$1,244.00

Please Remit Payment to:  
SYNETRA, Inc.  
P.O. Box 12956  
Odessa, TX 79768  
ERATE 2010  
FORM 471 # 726500  
FRN #: 1967081

Subtotal	\$69,678.00
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Payment Recd.	\$0.00
Total	\$69,678.00



**Universal Service Administrative Company**  
Schools & Libraries Division

---

**Administrator's Decision on Appeal – Funding Year 2010-2011**

February 23, 2012

Lisa Messner  
Highland Park Ind School Dist  
Po Box 30430  
Amarillo, TX 79120-0430

Re: Applicant Name:	HIGHLAND PARK IND SCHOOL DIST
Billed Entity Number:	141893
Form 471 Application Number:	726500
Funding Request Number(s):	1967081
Decision Letter Date:	September 21, 2011
Date Appeal Postmarked:	February 16, 2012
Your Correspondence Dated:	February 16, 2012

Our records show that your appeal was postmarked more than 60 days after the date your Funding Commitment Decision Letter was issued, as shown above. Federal Communications Commission (FCC) rules require applicants to postmark appeals within 60 days of the date on the decision letter being appealed. FCC rules do not permit the Universal Service Administrative Company (USAC) to consider your appeal.

If you believe there is a basis for further examination of your application, you may file an appeal with the FCC. You should refer to CC Docket No. 02-6 on the first page of your appeal to the FCC. Your appeal must be POSTMARKED within 60 days of the above date on this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554. Further information and options for filing an appeal directly with the FCC can be found in the "Appeals Procedure" posted in the Reference Area of the SLD section of the USAC website or by contacting the Client Service Bureau. We strongly recommend that you use the electronic filing options.

Schools and Libraries Division  
Universal Service Administrative Company